

LOSS CONTROL MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Loss Control Manager exists is to perform a broad range of risk management functions with special emphasis on directing and coordinating safety and loss control activities in the Risk Management Division. This classification is not supervisory. Work is performed under independent supervision by the Risk Management Director.

ESSENTIAL FUNCTIONS

Draft agendas, chairs and conducts safety meetings, committee meetings and the Accident Review Board each month. Develops, coordinates and manages the Safety Incentive Awards Program to recognize employee safe working record on a quarterly and annual basis.

Coordinates inspections of all City property on an annual basis. Develops inspection schedules, visually inspects facilities, and monitors inspections done by outside inspectors.

Conduct monthly safety meetings, chair monthly safety committee meetings, and conduct safety related training classes.

Develops or coordinates safety programs and training as needed, including Basic First Aid, C.P.R., and Defensive driving Classes.

Shares in after-hours call-outs for accidents involving serious injuries to employees, damage to City property or possible City liability.

Writes and publishes training and safety related documents.

Serves as Acting Risk Management Director in the Director's absence.

Supervises staff, adjusts claims, and handles insurance matters as required.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles of Risk Management and workers compensation laws and procedures.

The principles, practices, and laws relating to industrial safety concepts.

Safety inspections of various types of facilities.

Ability to:

Work a flexible 24 hour schedule to be available to meet with city staff at accident sites located outside or inside buildings, in small or confined areas, and on top of buildings.

Communicate effectively (verbally and in writing).

Establish and maintain effective working relationships with co-workers, vendors and the general public.

Comprehend and make inferences from written material and verbal and/or written instructions.

Perceive and interpret customer needs and translate them into effective solutions and operational policy.

Operate a personal computer, a variety of computer software, and other equipment essential to performing daily activities that requires continuous and repetitive eye and arm or hand movement.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Business Administration or a related field and three years experience in business or public administration and administering safety and loss control programs.

Must have a current, valid Arizona driver's license and no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified